



NOTE 85 - 1506

23 August 1985

MEMORANDUM FOR: Executive Officer, Office of Logistics


FROM:



Acting Director of Training and Education

SUBJECT: Delegation of Procurement Authority

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1. This Office has identified a need to procure computer software for IBM Personal Computers soon to be installed in the Learning Center. Delegation of procurement authority in the amount of  is required to complete this procurement before the close of fiscal year 1985.

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2. Ten complete sets of eight different software packages will be purchased from local vendors at favorable prices which will include quantity discounts. None of the software is listed on the GSA schedule nor is it available through stock.

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APPROVED:

Signed:



Executive Officer, Office of Logistics

10 SEP 1985

Date

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